

Solihull Music Service

Ipad Policy

2017-18

Solihull Music Service has recently invested in new technology to enhance the quality of work carried out by SMS staff. IpadS have been issued to SMS staff to use in the schools they teach in. This to enable them to carry out live registers of lessons, use technology such as 'YouTube' to help with their own teaching, be able to use interactive whiteboards without having to log on to school computers and to be able to make contact with the SMS admin office if appropriate.

SMS has approved these to be used in individual school settings as part of the instrumental lessons.

Schools should also allow SMS staff access to their own guest wifi for this technology to be used.

All these IpadS have been set up by Solihull MBC ICT department and each have their own unique badge number. The ipads belong to the local authority and follow all standard guidelines for use.

Ipad usage is monitored by SMS and as with the mobile phone policy below, the same guidelines apply.

Draft Mobile Phone Policy

05/15

In recognising the universal nature of mobile phone use and the dangers of abuse of technology Solihull Music Service staff should adopt the following policy with regard to the use of mobile phones whilst at work.

It is acknowledged that as travelling members of staff health and safety and personal needs mean that staff may expect to carry a phone with them at all times. Other than in an emergency the use of phones to call, email or text during the delivery of lessons is prohibited, and the driving at work policy expressly prohibits the use of phones whilst driving between schools. In addition to this staff must also:

- Follow the individual policy requirements of each school
- Never use the camera to record images of pupils.
- Only use sound recording, playback or control apps whilst in the company of pupils.

Failure to comply with the above policies will be regarded as a serious disciplinary matter and in extreme circumstances may lead to suspension or dismissal. Any uncertainties about safe or appropriate use of mobile technology must be clarified either by referral to the leadership in each individual school or to the SLT of the music service.